



## UTAH STATE SENATE

320 STATE CAPITOL - P.O. BOX 1451115

SALT LAKE CITY, UTAH 84114

801-538-1035 - SENATE.UTAH.GOV

The Utah Senate  
invites applications for the position of:

### SENATE GENERAL SESSION TOUR LIAISON

**PHYSICAL ADDRESS:** Utah State Capitol  
350 N State Street, Suite 320  
Salt Lake City, UT 84114

**CLOSING DATE:** Open until filled

**JOB DESCRIPTION:** The Utah Senate is seeking to fill a **full or part-time seasonal Tour Liaison** position. An individual hired for this position will work daily during the Legislature's annual general session from January 16 to March 1. Business professional dress is required.

**BENEFITS:** None

#### EXAMPLES OF DUTIES:

The Senate Tour Liaison is an important point of contact between schools and Senators. They contact each school prior to their tour to determine if they are interested in a meet-and-greet or floor recognition by their Senator. They coordinate with the Senator's legislative intern, Senate staff and the Utah Capitol Preservation Board Visitor Services Center to make those arrangements.

#### TYPICAL QUALIFICATIONS:

In addition to demonstrating diplomacy in a professional environment, applicants must have a variety of skills:

- Punctuality, dependability, and nonpartisanship is a **MUST** for this position
- Ability to deal with people in a manner which shows sensitivity, tact, and professionalism
- Excellent oral and written communication skills
- Ability to organize, prioritize, and work under pressure and time constraints
- Ability to organize information in a clear and concise manner
- Maintain a highly organized work area
- Exhibit good work ethics and integrity

**SALARY:** \$17.44

If interested, please email cover letter and resume to Paige Stevens, [pstevens@le.utah.gov](mailto:pstevens@le.utah.gov).